

SECTION 4

4.02 GRANTING AN EASEMENT TO DENVER WATER:

When a developer or property owner is required to grant permanent easements to Denver Water for the installation of water mains, the following procedures must be followed:

- A. Procedure: The following items must be submitted in one complete package to Denver Water's Water Sales Section with the initial submittal of water plans as described in 2.05:

NOTE: Partial submittals will be returned to the submitting party with a request to complete the submittal. The Plan Review process will not begin until all items have been received.

1. A letter requesting that Denver Water accept the easement indicating the full and legal name of the property owner granting the easement and the names and titles of the persons authorized to sign the easement agreement and those who will attest the authorized signer, if applicable.
2. An AutoCAD drawing file using the layers, line types, colors, templates, and pen sizes as defined on Denver Water's AutoCAD disk that is available free of charge from Denver Water's Property Management Section.

NOTE: Drawings submitted on AutoCAD disks must be made in model space, **NOT** paper space or the following may be submitted, but is not preferable.

An original hand drawn reproducible inked linen or mylar drawing conforming to the following specifications.

NOTE: Drawings which do not comply with the following specifications, those shown on the specimen sheets, and/or that are folded, stapled or damaged are not acceptable. See 4.06, Specimens A, B, and C.

- a. Size: Overall 8-1/2 x 11 inches, 1/4 inch borders on all sides. Refer to Specimen B.
- b. Borderlines shall be equivalent in size to those shown on 4.06, Specimen B.
- c. Title Block: Dimensions and lettering as shown on Specimen B. Complete only those portions of the title block, which are not shaded.
- d. Lettering: Leroy Machine Lettering or equivalent with template and pen sizes shown on the specimens.
- e. Scale: The drawing must be at an appropriate recognized civil engineering scale. The scale used must be large enough so that all dimensions are clearly shown. Whenever possible, the entire easement should be on one sheet. Break lines, except in the land corner ties, are not acceptable.
- f. Tie: All parcels must have a direct tie, or one with a maximum of two courses, to the nearest available recognized land corner (i.e., section corner, quarter section corner, range point). If the easement is located within a platted subdivision, a tie must be made to a lot corner, tract corner or subdivision corner of that subdivision.

Basis of bearings must be established using NAD83 State Plane Coordinates, with the State Plane Coordinate information clearly identified on the AutoCAD drawing.

- g. All distances shown on the drawing shall be to the nearest hundredth of a foot.
 - h. A description of the monuments set at the ends of the line, which is the basis of the bearing must be supplied in the drawing or the bearing note.
3. A title Insurance Commitment covering the water line easement indicating the "City and County of Denver, acting by and through its Denver Board of Water Commissioners" as the proposed insured. The following items must be included:
- a. Legible copies of all documents defined as exceptions in the title commitment.
 - b. A drawing or map depicting the water line easement and all of the exceptions. Exceptions on the drawing or map must be numbered correlative to the number of the exception on the title commitment.

- c. Denver Water will determine the amount of title insurance to be acquired. All expenses incurred in obtaining title insurance shall be paid by the grantor.
 - d. A title insurance policy must be submitted to Denver Water's Property Management Section upon finalization of easement document and title commitment review.
 - 4. A copy of an overall site plan, which accurately shows the relationship of the following:
 - a. The proposed water main, easement and dedicated rights-of-way.
 - b. All existing and proposed utilities on the site.
 - c. Proposed structures, landscaping and roadways on the site.
 - d. Cross-sections of private roadways which are coincidental with water line easements, and cross sections of public rights-of-way within which a water main is to be installed.
 - e. The perimeter distances and bearings or angles of the site and its relationship to the tie corner of the easement.
 - 5. A copy of a recorded or preliminary plat or planned unit development plan for the subdivision within which the water line easement exists, or any plat or a PUD that directly relates to the easement(s) and depicts property boundaries.
- B. Document Preparation: Denver Water will prepare the easement agreement on a standard Denver Water form and return the document to the grantor for signatures.

NOTE: Denver Water will prepare all easement agreement documents for easements acquired on property within the City and County of Denver and in Total Service Contract Service Areas. A "Duplicate Document Preparation Fee" of \$250.00 may be charged by Property Management for agreements requiring more than one preparation, or for title work that must be re-reviewed because of a change of title or significant modifications that are required during preparation.
- C. Construction: The construction of the water main will not be authorized to commence until the easement is accepted by Denver Water and recorded and the title insurance policy and any documentation incidental thereto has been received.